



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION SUPERVISOR II OPTIONS A: COUNSELING SERVICES B: VOCATIONAL EVALUATION	36	B	12.416
REHABILITATION SUPERVISOR I OPTIONS A: COUNSELING SERVICES B: ADJUDICATIVE SERVICES	35	B	12.461

SERIES CONCEPT

Rehabilitation Supervisors plan, organize and coordinate activities associated with rehabilitation counseling services in the Bureau of Vocational Rehabilitation and the Bureau of Services to the Blind and Visually Impaired or disability adjudication services in the Bureau of Disability Adjudication; supervise the day-to-day activities of a work unit of Rehabilitation Coordinators in the district offices, the community outreach offices or rural satellite offices providing counseling services or supervise a work unit of Disability Adjudicators in the Bureau of Disability Adjudication; ensure compliance with applicable policies and procedures; participate in program planning and implementation; supervise professional, paraprofessional and clerical staff, and perform related work as required.

Implement new and existing programs and operational procedures; monitor service delivery; and establish quantitative and qualitative standards with which to measure the effectiveness and efficiency of the work unit.

Implement federal, State and agency regulations, policies and guidelines relative to program operations; contact local, State and federal officials regarding interpretations and applications of policy and procedure directives; provide assigned staff with explanations, clarifications and interpretations of applicable policies and procedures; and disseminate current professional literature to subordinate staff to ensure effective and efficient delivery of services and compliance with agency policy and regulatory mandates.

Review and analyze case records and computer generated reports to determine quality, quantity and timeliness of work production and take corrective action when agency, work unit and individual performance goals are not met; provide higher level management staff with reports which summarize program activities, transactions and production and impact long and short range planning and budget development.

Supervise assigned staff in daily work by providing input toward employee selection; providing training and guidance for staff development; delegating authority and responsibility; assigning work based on workers' case loads, skill level and experience; monitoring and reviewing work for uniformity in application of policies and adequacy of service; assisting in the resolution of more difficult case work problems; establishing work performance standards; evaluating work performance and initiating disciplinary actions to assist individuals to perform at optimum levels of efficiency.

Maintain effective working relationships within the community to: explain services, coordinate service delivery, identify available services, respond to inquiries, resolve complaints and maintain a high level of visibility in the professional and business community.

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			
Page 2 of 7			

SERIES CONCEPT (cont'd)

Counseling Services

In the Bureau of Vocational Rehabilitation and Bureau of Services to the Blind and Visually Impaired, incumbents oversee the delivery of physical and mental restoration, counseling and guidance services; investigate the circumstances relevant to client complaints and determine an appropriate course of action.

Perform fiscal management functions to prevent deficit spending and ensure compliance with fiscal policies and procedures by distributing funds, monitoring and approving expenditures for client services, resolving problems with vendors providing client services, and taking corrective action when spending deviates from targeted goals and program emphasis.

Adjudicative Services

In the Bureau of Disability Adjudication, incumbents manage caseload production to ensure the timely review of claims for disability benefits filed under the Social Security Act.

Supervise the disability adjudication and vocational evaluation staff, review decisions, resolve case deficiencies, provide for staff training and development and respond to claimant inquiries in order to meet the quality and quantity goals established by the agency and the Social Security Administration.

Ensure continuity of bureau services by performing duties assigned to other positions in the agency during staff shortages or absences.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Supervisor II

Option A - Counseling Services: Under the general direction of a Rehabilitation Manager, Rehabilitation Supervisor II's are responsible for supervising and directing the delivery of vocational rehabilitation services on a regional basis to applicants and clients in the northern or southern district offices for the Bureau of Vocational Rehabilitation. Incumbents develop and modify new and existing programs within the scope of established agency and district program goals; develop and implement operational procedures for effective, efficient delivery of services; provide for quality control of the casework process; supervise lower level Rehabilitation Supervisors; and perform the duties of the Rehabilitation Manager in the manager's absence to ensure the Bureau's counseling services goals and objectives are met.

Option B - Vocational Evaluation: Incumbents independently supervise and direct the activities of a vocational evaluation facility located in the southern or northern district offices for the Bureau of Vocational Rehabilitation. The facilities provide regional vocational assessment and work adjustment services to clients referred by the Bureau of Vocational Rehabilitation, Division of Mental Health & Developmental Services and other public and private sources. The center provides effective work samples on a production basis in which to determine the vocational limitations, abilities, and potential of clients served.

Maintain an appropriate balance between vocational services and production demands; develop and/or approve production contracts to provide an adequate supply of work; and supervise subordinate production personnel as well as staff providing professional vocational and psychological evaluations.

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			

Page 4 of 7

CLASS CONCEPTS (cont'd)

Rehabilitation Supervisor II (cont'd)

Both Options: Rehabilitation Supervisor II's are distinguished from Rehabilitation Supervisor I's by the greater scope of responsibility, higher level of decision making and greater complexity of duties which are reflected in the responsibility for supervising and directing either the rehabilitation counseling or vocational evaluation program for the northern or southern district offices in the Bureau of Vocational Rehabilitation.

Rehabilitation Supervisor I: Under direction, Rehabilitation Supervisor I's are responsible for the first level supervision of: 1) a work unit of Rehabilitation Coordinators providing rehabilitation counseling services in a district office, the community outreach offices located in the metropolitan areas, or the satellite offices located in the rural counties; or 2) a work unit of Disability Adjudicators who conduct statewide disability evaluations under the Social Security Act.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Options within this class will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment within the parameters of the class specifications.

REHABILITATION SUPERVISOR II

EDUCATION AND EXPERIENCE: A Master's degree in rehabilitation counseling from an accredited college or university and two years of experience functioning in a professional rehabilitation capacity, one year of which must have included supervisory responsibilities in a rehabilitation setting equivalent to a Rehabilitation Coordinator III in Nevada State service; **OR** a Bachelor's degree in rehabilitation counseling from an accredited college or university and three years of experience functioning in a professional rehabilitation capacity one year of which must have included supervisory responsibilities in a rehabilitation setting equivalent to a Rehabilitation Coordinator III in Nevada State service; **OR** one year of experience as a Rehabilitation Supervisor I in Nevada State service; **OR** an equivalent combination of education and experience. A degree in a related field such as psychology, sociology or counseling/guidance may be substituted with an additional two years of professional experience in a rehabilitation setting. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

BOTH OPTIONS

Ability to: identify problems, evaluate alternative solutions, make decisions and execute action plans; analyze fiscal data and plan, prepare and manage budgets; forecast staffing, fiscal, space, equipment and material resource needs; interpret and apply established policies, regulations and standards relative to assigned program; organize the work flow to accomplish established goals and objectives, evaluate effectiveness, and administer corrective action when necessary; *and all knowledge, skills and abilities required for the lower level.*

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION SUPERVISOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

BOTH OPTIONS

Ability to: develop and implement detailed procedures that will serve as a training and evaluation resource; plan and direct rehabilitation services for disabled persons; present programs and public information to promote a better understanding and acceptance of programs; evaluate program effectiveness and forecast program needs.

OPTION A: COUNSELING SERVICES

Working knowledge of: the division's accounting and data acquisition procedures; human anatomy, physiology, anthropology and medical terminology; counseling and guidance theory; occupational information and the world of work.

OPTION B: VOCATIONAL EVALUATION

Working knowledge of: federal and State regulations regarding employment practices and wages; contract negotiations, including bidding, job planning and the rules and regulations which bind parties to contracts; the theories, principles and practices of vocational assessment and work adjustment; the goals and objectives of a vocational evaluation workshop. **Ability to:** establish and implement varied and meaningful work programs; evaluate and assess clients' work capacity and progress.

REHABILITATION SUPERVISOR I

EDUCATION AND EXPERIENCE:

OPTION A: COUNSELING SERVICES

A Master's degree in rehabilitation counseling from an accredited college or university and two years of professional experience in a rehabilitation setting; **OR** a Bachelor's degree in rehabilitation counseling from an accredited college or university and three years of professional experience in a rehabilitation setting; **OR** one year of experience as a Rehabilitation Coordinator III in Nevada State service; **OR** an equivalent combination of education and experience. A degree in a related field such as psychology, sociology or counseling/guidance may be substituted with an additional two years of professional experience in a rehabilitation setting. *(See Special Notes and Requirements)*

OPTION B: ADJUDICATIVE SERVICES

Two years of journey level experience evaluating applications for disability benefits under Title II and Title XVI of the Social Security Act equivalent to a Disability Adjudicator II in Nevada State service; **OR** one year of advanced journey level experience providing training, quality assurance and technical expertise to the Disability Adjudicator staff in addition to evaluating the more complex applications for disability benefits under Title II and Title XVI of the Social Security Act equivalent to a Disability Adjudicator III in Nevada state service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

BOTH OPTIONS

Working knowledge of: physical and mental disabilities and their effects on the ability to perform work; the disease process, injury effect, commonly accepted treatment, prognosis and duration of mental and physical disabilities; medical and psychological terminology sufficient to perform quality control and supervisory review functions. **General knowledge of:** anatomy, physiology and psychology. **Ability to:**

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

BOTH OPTIONS (cont'd)

assign work and delegate responsibility through verbal and written communication; apply management techniques to plan, prioritize and schedule work flow; read, understand and interpret medical documents, technical information and legal mandates; establish and maintain harmonious working relationships with co-workers, consulting staff and the public; prepare written explanations, decisions and correspondence using appropriate medical, vocational and legal terminology; compare complex facts and abstract concepts relative to medical and psychological conditions to programs regulations, guides and procedures.

OPTION A: COUNSELING SERVICES

Working knowledge of: rehabilitation counseling, case management, occupational testing and guidance theory; the medical, social, psychological, vocational and independent living needs of persons with disabilities including assistive technology and its application.

OPTION B: ADJUDICATIVE SERVICES

Working knowledge of: the methods, techniques, principles and practices pertaining to the disability adjudication process.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

BOTH OPTIONS

Working knowledge of: the federal and State laws, regulations and guidelines applicable to program assignment; related outside human service agencies, their services, roles and responsibilities; the medical community including physicians, hospitals and outpatient clinics; the principles and practices of supervision; agency operating procedures and protocol; case load management techniques sufficient to assign, prioritize and control fluctuating case loads for subordinate staff; the vocational and medical references, schedules and standards applicable to disability evaluation; the medical community including hospitals, outpatient clinics and physicians. **Ability to:** establish work priorities, delegate assignments and train, motivate and supervise professional and paraprofessional staff.

OPTION A: COUNSELING SERVICES

Working knowledge of: the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Division of Labor Wage and Hour regulations; the state of the art rehabilitation trends and practices; methods and procedures used to distribute, approve and track funds expended for client services.

OPTION B: ADJUDICATIVE SERVICES

Working knowledge of: the Social Security Administration rules, regulations and guidelines applicable to the adjudication of disability claims. **General knowledge of:** the disability hearings process.

REHABILITATION SUPERVISOR II	36	B	12.416
REHABILITATION SUPERVISOR I	35	B	12.461
OPTIONS			

Page 7 of 7

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.416</u>	<u>12.461</u>
ESTABLISHED:	11/21/73	5/18/78
REVISED:	5/18/78	
REVISED:	7/1/93P	7/1/93P
	10/10/92PC	10/10/92PC
REVISED:	3/29/01UC	3/29/01UC